

# JOB OPPORTUNITY

**Job Opportunity Bulletin:** # 06-270

**Final Filing Date:** June 11, 2007, or Until Filled

Position:	Salary:	Location:
Associate Personnel Analyst	\$4,255-\$5,172	Office of Statewide Health Planning & Development Division of Administration Human Resources Services 1600 Ninth Street, Room 350 Sacramento, California 95814

## General Statement:

Come join our 2006 Sacramento Workplace Excellence Leader Award winning team! The Office of Statewide Health Planning and Development's (OSHDP's) Administration Division is looking for an enthusiastic, detail oriented person to join the Human Resources Services team.

Under general supervision of the Staff Services Manager I, is assigned to and independently performs the more responsible, varied and complex technical work of the State personnel management program for various units within OSHPD. This includes: position establishment; classification allocation; the Classification and Pay portion of recruitment; and other areas.

## Desirable Qualifications:

- Ability to maintain confidentiality and possess the ability and commitment to effectively participate on a team that deals with sensitive and confidential situations/information.
- High quality interpersonal skills.
- High quality verbal/written communication skills.
- High quality work ethic.
- High quality customer service skills.
- High quality working knowledge of Microsoft's Office Suite.

## Who May Apply:

Applications will be accepted from individuals currently in the class or who have list, transfer or reinstatement eligibility to the class. Individuals with list eligibility should attach a copy of their notice of test results. Appointment is subject to SROA/surplus policies. The most qualified individuals will be selected for an interview.

Interested individuals should submit a resume and a State Examination and/or Employment Application, STD. 678 to:

OSHDP – Human Resources Services  
Attention: Ed Springer (**JOB # 06-270**)  
1600 Ninth Street, Room 350  
Sacramento, CA 95814

For more information, contact Ed Springer at (916) 654-2097

# OSHDP

OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

1600 Ninth Street, Suite 450  
Sacramento, CA 95814

— An Equal Opportunity Employer

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

